

TAB

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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130024-7

REPORTS INVENTORY, SUMMARY TABULATION

Executive Officer

Report	Manually Produced	Computer Produced	Annual Cost		Proposed Savings Goals	
			Man Hours	Dollars	Man Hours	Dollars
1. Weekly Activity Report to the Deputy Director for Support	XX		208	1,300.00		

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REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						See Above	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Weekly Activity Report to the Deputy Director for Support						STATISTICAL	
						XX NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
XX LOGISTICS		SECURITY		FINANCE		OTHER (specify)	
MEDICAL							
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
Original & 2 copies		Weekly				One (1)	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		XX YES		IF YES GIVE ADP PROCESSING NO.		DD/S Administrative Instruction 65-7 dated 18 May 1965	
XX NO							
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Office of the Director of Logistics				Weekly Reports from each Office of Logistics Division and Staff			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-14	\$8.50		2		\$17.00		Weekly \$884.00
GS-07	4.00		2		8.00		Weekly 416.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$1300.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Report required to keep the Deputy Director for Support informed of on-going projects in the Office of Logistics.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
XX RETAIN AS IS						MAN-HOURS	
CHANGE						DOLLARS	
DISCONTINUE						o STAT o	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
17 September 1970		Acting Executive Officer/OL					